

ACTIVITY _____ RPMAT ADMINISTRATION REVIEW WORKSHEET

PRIVACY ACT/FREEDOM OF INFORMATION ACT

Ref: OPNAVNOTE 5211, SECNAVINST 5211.5D (PRIVACY ACT), SECNAVINST 5720.42E (FOIA), COMNAVRESFORINST 5210.1E Y/N

Has the NRA submitted the Annual Privacy Act and Freedom of Information Reports thru the appropriate chain of command?	
Does the NRA have a List of Systems of Records?	
Are disclosures recorded on a disclosure accounting form and are disclosure accounting records maintained for each system of records?	
Are records of disclosure retained for 5 years or the life of the record whichever is longer, per reference SECNAVINST 5211.5D	
Is the NRA collecting data for the annual Freedom of Information Act Report?	

OFFICER FITNESS REPORT

Ref: BUPERSINST 1610.10, MILPERSMAN 3410Series

Has the NRA established a system to track submission of Fitness Reports? (Notification required by MILPERSMAN 90 days in advance, Suggestion: Utilize RSTARS(MP) tracking sheets). Is there a notification sent to Unit CO/OIC if required reports are not submitted by due date/s?	
Is the NRA and units in compliance with BUPERSINST 1610.10 (J-4), (SELRES) performance comments?	
Has the NRA entered into RSTARS(MP) completed Fitrep ending dates for each officer record held?	
Does the NRA have evidence of completed Mid-term Counseling on file (either memos from Unit CO's or annotations on the RSTARS(MP) tracking sheets)?	

ACTIVITY _____ RPMAT ADMINISTRATION REVIEW WORKSHEET

AWARDS

Ref: SECNAVINST 1650.1F (Awards Manual), SECNAVINST 5212.5C, COMNAVRESFORINST 1650.1F

Does the NRA have an Awards tracking system, an Awards Board or similar reviewing authority for award recommendations?	
Is the NRA in compliance with Awards Manual and local chain of command instructions? 1650's completed and submitted on time?	
Are the medals and ribbons being kept in a secure location with periodic inventories being conducted?	
Are Awards being entered into S/R's (Enlisted Pg-4's/Officers Pg 13 entries). Completed 1650's and associated documents forwarded to NDBDM?	
Does the NRA have a permanent file of citations, awards or commendations awarded by the command?	

DIRECTIVES

Ref: SECNAVINST 5215.1C, COMNAVRESFORINST 5210.1D

Is the NRA maintaining Directives Case Files as specified in references?	
Does the NRA have a Directives Tickler or use OPNAV 5215/8 forms for control, task assignment and prevention of duplication?	
Does the NRA conduct an annual review of all local directives (using there own tickler or the NAVRES 5216/8 Form "Annual Directive/Form/Report Review")?	
Does the NRA have a method or procedure to ensure distribution of incoming directives and publications to the appropriate action/information codes?	
Does the NRA have their own 5215 and are directives older than 7 years without a review, is it up to date?	

ACTIVITY _____ RPMAT ADMINISTRATION REVIEW WORKSHEET

REPORTS

Ref: SECNAVINST 5214.2B, COMNAVRESFORINST 5210.1D

Y/N

Does the NRA have a Reports Tickler system (i.e. using the OPNAV 5214/5 "Reports Tickler Card" or using a Automated Information System (AIS))?	
Is the NRA maintaining a Reports Case File (centralized or decentralized)?	
Is the NRA assigning the appropriate Report Symbol to each report per references?	
Is the NRA reviewing Reports submission and are local reports limited to 3 year requirements?	
Is the NRA Reports Manager issuing a Annual Notice or Listing of required reports and is this Notice or List forwarded to subordinate commands?	

CORRESPONDENCE

Ref: SECNAVINST 5216.5C, SECNAVINST 5212.5C, COMNAVRESFORINST 5210.1D

Is the NRA preparing official outgoing correspondence per references?	
Has the NRA established an Action Tickler to control incoming correspondence (using a computerized tickler or OPNAV 5216/10 "Correspondence/Material Control" form)?	
Is the NRA answering action correspondence promptly or on the due date?	
Does the NRA have a review system so that the command can review all signed correspondence?	
Is the NRA using a control system (computerized or NAVRES Form 5605/1 "Publication Distribution Record") to maintain distribution of incoming pubs?	
Is the NRA disposing of records properly per SECNAVINST 5212.5C?	

ACTIVITY _____ RPMAT ADMINISTRATION REVIEW WORKSHEET

POSTAL SYSTEM

Ref: **DOD 4525.8-M, OPNAVINST 5218.7A, OPNAVNOTE 5218 OF 25NOV92 WITH CHG 1 (25MAY93),**

COMNAVRESFORINST 5218.1

Y/N

Has the NRA established procedures to ensure correct addressing of outgoing mail?	
Is the Official Mail Manager designated in writing or identified on the command's Collateral Duty List?	
Is the NRA Official Mail Manager approving/controlling Express Mail?	
Is the NRA's Mail Room access secure against unauthorized personnel?	
Does the NRA have a training program to educate all personnel on how to address outgoing mail?	
Does the NRA have an official Mail Cost Control Program?	
Is the NRA submitting consolidated Mail Financial Expenditure Reports on time per COMNAVRESFORINST 5218.1?	
Is the NRA (Official Mail Manager) conducting both annual and unannounced postal inspections using the DD Form 2495 "Official Mail Manager's Inspection Checklist?"	
Does the NRA have all required publications available in Mail Room per references OPNAVINST 5218.7A and COMNAVRESFORINST 5218.1?	
Is the NRA maintaining logs for Express, Registered and Certified mail?	

Activity _____ RPMAT ADMINISTRATION REVIEW WORKSHEET

DUPPLICATION/PRINT MANAGEMENT

Ref: SECNAVINST 5600.22, NAVPUBINST 5600.44D, NAVPUBINST 5600.49B, NAVSO P-35 Y/N

Does the NRA have "Reproduced at government expense" decals/stickers on copiers?		
Are there security classification warning signs posted at or near copiers?		
Is the Copyright Law warning sign posted by copier or reproduction machines?		
Is the NRA experiencing excessive use of the copying machines instead of requesting printing services?		
Does the NRA have a maintenance/cleaning schedule for each copying or reproduction machines?		